

Reclamation Manual

Directives and Standards

Performance Management Timeline

Event	NLT Date	Action
1	October 1	Beginning of the appraisal period
2	October 1 – November 15	<i>Rating Official/Employee</i> collaborate on and complete new performance plan for appraisal period
3	March – May	<i>Rating Officials</i> conduct formal progress review discussions (for employees who have had at least 90 days on their performance plan)
4	September 30	End of the appraisal period
5	October 1 – 31	<i>Rating Official</i> completes appraisal/summary rating (scores of Outstanding and Unacceptable must be reviewed by the <i>Reviewing Official</i>) and communicates rating to employees
6	November 30	All performance appraisals are submitted to <i>Servicing Human Resources Office</i>